

Memos of Communication

These memo notes are a simple way to maintain communication with families.

Teacher Memo (from teacher to family)

To: _____ From: _____
Child's Name: _____ Date: _____
Good News: _____

Please contact me about:

Family Memo (from family to school)

Memo from: _____ To: _____
Child's Name: _____ Date: _____
Good News: _____

Please check:
<input type="checkbox"/> "Good news" may be shared with others in the school
<input type="checkbox"/> Please do NOT share the "good news" with others at this time